

U.S. Embassy Public Affairs - Spring and Summer 2018



Project Title	U.S. Embassy Public Affairs - Spring and Summer 2018
Project Summary	Helping PAS staff to keep social media up to date, conducting research on new 'giveaways' for students, editing videos for PAS use on social media, helping with planning events. Research and collect information about various sectors in Luxembourg (entrepreneurship, cultural, commemorative).
Country	Luxembourg

Project Description

The Public Affairs Section (PAS) seeks a virtual intern who can work with our team to help us keep our social media updated, conduct research on items to use to promote EducationUSA and student fairs. We will focus on a few video projects this summer and we will need to have someone comfortable editing footage and creating videos for use on social media. Additionally, we are looking for support as we plan big events this summer and into the fall. Finally, we need various sectors to be researched to create contacts/lists of various special interest groups in Luxembourg.

Required Skills or Interests

Skill(s)

Research

Social media management

Survey / polling design

Videography

Additional Information

None

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
French	Limited working proficiency	Minimum professional proficiency	Nice to Have
German	Elementary proficiency	Limited working proficiency	Nice to Have